

ECONOMIC DEVELOPMENT MANAGER

Class Definition

Under direction, plans, organizes and directs the day-to-day activities of the Economic Development Division.

Distinguishing Characteristics

Economic Development Manager is a division head in the Department of Economic Resources responsible for directing the day-to-day activities of the Economic Development Division. The incumbent directs, through program supervisors, the City's efforts in promoting a comprehensive economic development program. The incumbent is expected to exercise initiative and independent judgment in carrying out assigned duties within established policies and procedures. This is an unclassified position in which the incumbent serves at the will of the Director of Economic Resources.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes and directs the day-to-day activities of the Economic Development Division.

Supervises and participates in the work involved in promoting the City's economic development efforts, including, but not limited to, financing, site selection, supplemental outreach recruitment, existing business expansion, and development entitlement assistance.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Directs the research and preparation of a large variety of comprehensive reports, proposal and studies.

Acts as liaison with economic development agencies at the federal, state and local levels.

Interprets and applies codes, ordinances, rules and regulations pertaining to economic development; makes recommendations on legislation relative to such matters.

Develops and implements goals, policies and priorities for division activities and operations.

Prepares and administers the budget for the division.

Chairs a task force comprised of key employees from various City departments to respond in a timely and coordinated manner to the development needs of the community.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and accepted practices of economic development and its components, including, but not limited to, financing, site selection, business outreach and recruitment, existing business expansion, and development entitlement assistance.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the principles of municipal budget preparation and administration.

Knowledge of pertinent federal, state and local laws, codes and regulation.

Ability to supervise, train and evaluate subordinate staff.

Ability to analyze, interpret and draw sound conclusions from technical and statistical data.

Ability to exercise sound independent judgment within general policy guidelines and operating parameters.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with specialization in planning, business administration, public administration, or related field; and three years of experience in economic and/or business development which included, or is supplemented by, one year of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____

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